

State of MinnesotaCounty
Ramsey**District Court**

Judicial District:	Second
Court Case Number/s:	
Case Type:	Juvenile Delinquency/Petty Offender/Traffic

**Affidavit and Order Requesting Access to Ramsey County
Juvenile Delinquency/Juvenile Petty Offender/Juvenile Traffic
Court Case Records**

STATE OF MINNESOTA)
COUNTY OF RAMSEY) SS
(County where affidavit is signed)

File Date/Date of Offense (or approximate date): _____

My name is _____ and I am interested in this
matter as: _____ (self/relationship to case), I am requesting access to
court record/s regarding the following person: _____, date of
birth: _____ for the following reasons: _____
_____ (may attach additional sheets if necessary).

I am specifically looking for ☐ plain (\$10 per document)/☐ certified copies (\$16 per document)

The documents I am requesting are:

- ☐ Delinquency Petition
☐ Plea Order
☐ Delinquency Disposition Order (this is similar to a sentencing order for adults)
☐ Discharge Order
☐ Other (must be specific): _____

I am going to use the records as follows: _____

I declare under penalty of perjury that everything I have stated in this document is true
and correct. Minn. Stat. § 358.116.

Dated: _____

Ramsey County Juvenile and Family Justice Center
25 West 7th Street B134
St. Paul MN 55102
651-266-5115 F) 651-266-5101

Signature _____
Name _____
Address _____
City/State/Zip _____
Telephone (_____) _____

Pursuant to the request filed, the Court finds:

- ☐ (1) in the best interests of the child; or
- ☐ (2) in the interests of public safety; or
- ☐ (3) necessary for the functioning of the juvenile court system; or
- ☐ (4) there is an **insufficient** basis for access; or
- ☐ (5) need further information/other instructions: _____
- ☐ (6) other: _____

IT IS ORDERED:

- ☐ The requestor named above is **denied** access to the case records.
- ☐ The requestor is **granted** access to the confidential case records requested above and the court administrator is ordered to release copies of the documents requested above to the above-named requestor.
- ☐ The requestor's use of the records is limited as follows: _____

It is further ordered that the petitioner shall be required to pay all applicable costs and fees as indicated in Minnesota Statute 357.021, subd. 2(2).

Dated: _____

Judge of District Court

Rules of Juvenile Delinquency Procedure 30.02

Subd. 3. Court Order Required. (A) *Person(s) with Custody or Supervision of the Child, and Others.* The court may order juvenile court records to be made available for inspection, copying, disclosure or release, subject to such conditions as the court may direct, to:

- (1) a representative of a private agency providing supervision or having custody of the child under order of the court; or
- (2) any individual for whom such record is needed to assist or to supervise the child in fulfilling a court order; or
- (3) any other person having a legitimate interest in the child or in the operation of the court.

(B) *Public.* A court order is required before any inspection, copying, disclosure or release to the public of the record of a child. Before any court order is made the court must find that inspection, copying, disclosure or release is:

- (1) in the best interests of the child; or
- (2) in the interests of public safety; or
- (3) necessary for the functioning of the juvenile court system.

(C) *Disclosure Prohibited.* The record of the child shall not be inspected, copied, disclosed or released to any present or prospective employer of the child or the military services.